

WNYRIC Advisory Council Meeting Minutes

March 30, 2017 2:00 – 3:30 p.m.

Erie 1 BOCES 355 Harlem Road, Room A2, West Seneca, NY

DL Sites: Erie 1 BOCES, 355 Harlem Road, West Seneca, Room A2, Erie 2 LoGuidice Room 1 9520 Fredonia Stockton Road, Fredonia, CA Olean DL Room, 1825 Windfall Road, Olean, ON DL Room at Tech Center, 4124 Saunders Settlement Road, Sanborn, GST BOCES, Hornell High School Telepresence Room 134 Seneca Road, Hornell

Attending at Erie 1 BOCES:

Barb Mocarski	Clark Godshall
David O'Rourke	Don Skotnicki
Eric Lawton	Jan Mathis
Jim Fregelette	Karen Cuddy-Miller
Kyle Lyon	Lynda Quick
Lynn Fusco	Maria Sommerfeldt
Mary Beth Scullion	Michelle Okal-Frink
Pon Sminiski	Rosanne Huffcut
Scott Payne	Scott Taylor
Tim Cox	Liz Freas
Melania Conley	

Attending via DL Sites:

Michael Graf	Tim Clarke
Maureen Donahue	Bob Spino
Paul Casseri	Jeffery Hazel
Jeremy Palotti	Patrick Flaitz
Jean Rexford	Cherity Allen
Jennifer Lilly	Maureen Taylor
Michael Graf	Mike Watson

Absent :

Brian Russ	Chris Smith
Daniel Grant	Danielle O'Connor
Greg Woytila	James Frame
Joe Steinmetz	Kirsten Calkins
Margaret Munson	Michael Cornell
Mike Pavlock	Rich Calkins
Will Westovn	

Administrative Items:

○ *Call to order*

- Advisory Council meeting was called to order at 2:00 p.m. by Karen Cuddy-Miller

Karen Cuddy-Miller roll call

- Introductions were made by region.
- Welcome to new member: Melanie Conley-O/N BOCES, Scott Payne-Pine Valley, Kimberly Moritz-Springville

- Membership updates: Melanie Conley, Scott Payne and Kimberly Moritz have been added as new members.
- *Minutes of December 8, 2016*, Karen asked if there were any questions/corrections regarding the minutes of December 8th and there were none. Clark Godshall made the motion to accept the meeting minutes; Maria Sommerfeldt seconded the motion. The minutes were unanimously accepted.
(22-yes/0-no/0-abstain).
- *Approval of March 30, 2017 agenda*
Karen asked if there were any questions/corrections/additions regarding the agenda for the March 30th agenda. Two corrections were made under #3 should read CPO is reviewing legislation, under New Business #3 should read 201-2018 updated 793 Plan to be sent to SED. Maureen Donahue made the motion to accept the agenda seconded by Clark Godshall. The agenda was unanimously accepted (22-yes/-0-no/0-abstain).

Broadband and Effectiveness of Network— Kyle Lyon

- Broadband Steering Committee meeting was held on March 21st.
 - Operations update
 - No major outages or problems
 - Apple updates no problems or major issues
 - Time Warner merger—The WNYRIC contracts and circuits will not be affected
- School Bus Wireless – update
 - Pilots are being done
 - Dr. O'Rourke questioned if this is coserable—This is one of the challenges eRate said no, but this should be considered as this is an extension of the classroom
 - Dr. Godshall questioned could this be transportation aid—Business officials should take a look at this
 - Pilots in each BOCES—During the rest of this year pilots will be started in each BOCES
 - Utilization pushed out to the districts or do districts have to request—can do a training with a webex video.

Smart Schools Bond Act updates—Michelle Okal-Frink

- Approval and status updates
 - Intern is now in the Smart Schools office, assisting with the review. Sixty-five new plans have been approved since the last review board. Another review board will be held in the Spring, no date has been set. As of March 30th, 190 have been approved plans, 192 in expenditure review this is longest in the process, 2 in per submission, 4 in program area review, 37 for next review, 25 initial review. Guidance was updated on the 12th of January right before the review board met.
- Reimbursement process – update
 - Some districts have the received the actual check.
 - It is now an electronic process.
 - Please note that you cannot apply for something the district already purchased.
 - Procedure for meetings to be called—Review board are the ones that call the meetings. These are public meetings. The review board meeting dates are from the governor's office. Maureen Donahue will contact NYSCOSS for assistants in determining when these meetings are.

Education Law 2d—Michelle Okal-Frink

- CPO is reviewing legislation – updates will be forthcoming
 - She is reviewing the legislation and provide guidance we are in the waiting stage. More information should come out this summer.

Technology Survey Tool—Michelle Okal-Frink

- Update
 - The districts board approved three-year plan should be posted to the school website. Those 3-year plans do not change drastically.
 - In July 2018 a new approved three year plan will need to be certified. The process will be clarified.

New Business:

- Districts should have ELA results by May 22nd and June 12th for Math
- **2016-2017 793 Plan highlights—Rosanne Huffcut, Jan Mathis**
 - 1.3 Planning for network security service for 2017-2018 is underway
 - 2.1 STEAM RFP received 19 responses and will be awarded at the April Board Meeting
 - 2.3 Districts were added: Clarence, Grand Island, Bemus Point, Frewsburg, Westfield
 - 2.4 Reimbursement for Smart Schools is running smoothly
 - 2.6 STEAM RFP had 19 responses and will be awarded at the April Board Meeting
 - 2.7 Provide WNYRIC News to school districts
 - 3.3 WNYRIC provides in conjunction with Microsoft and Google, regular updates on Office 365 and GAFE via webinar for schools to stay up-to-date on the latest technologies
 - 5.4 Forty-eight districts currently are participating in the Data Integration Service. Also, testing of newly available automated imports of free/reduce lunch statuses via the eSchool Data GURU add-on data tools has begun
 - 5.5 Data Warehouse has developed systems to allow local, building-level access to data reports Initial location access testing has been completed and districts are gradually being introduced to and given building level access.
 - 5.7 DW team has begun the implementation of building level security with six districts
 - 6.1 CBT held 2 roadshows for the region this winter. Weekly call details are sent out over the listserv as well as any updates
 - 6.3 WNYRIC hosted two regional trainings offered from Questar and NYSED in January and March 2017. WNYRIC's Test Scoring team members will work with a Questar second-level support team to provide additional support to participating school districts during the administration of the CBT assessments for 3-8 ELA and Math
 - 6.6 WNYRIC coordinates regular CBT conference calls, emails and listserv messages on the latest information from SED and Questar
 - 7.1 Migrated 7 more districts to nVision for a total of 18. Worked with K12 Enterprises on developing NYS reporting in preparation for implementation during the 17-18 school year. Continue to enhance the tracking of CTLE credits as well as finalizing the design of the Certificate of Completion. Webinar demos were held for Raptor, TPASS, Qware, PDP, Hillyard, Applicant Tracking, Textbook Service and My Learning Plan
 - 7.2 Planning for data security and privacy service for 2017-2018 is underway
 - 7.3 Demonstrations were held, both in-person and via webinar for newly supported applications/updates for Blackboard, School Messenger and Siteimprove. Implemented 2 districts

on Siteimprove, 2 districts on Connect5i, 2 on the Blackboard Integrated Mobile App, and 1 on SchoolMessenger with many more in the planning stages

- 7.5 Spring user meetings, as well as, End of Year workshops are underway for Student and Finance/HR services

- **2016 – 2017 Statewide RIC Goals update – Rosanne Huffcut**

- Information continues to be shared with schools via listserv/webinar and as recent as March 17, 2017
- Two SED/Questar roadshow sessions were held at WNYRIC-January 11 and March 6, 2017
- WNYRIC teams continue to participate in the weekly CBT calls and share information with the field through the listserv
- NYSCATE Learning Summit will be held at the WNYRIC on April 24, 2017
- 2017-2018 ISP Bid was awarded at the March 8, 2017 board meeting to Cogent and Level 3
- Process is in place to receive CBT files in order to provide Common Data Views and other DW reports to districts
- RICs have formed a Data Visualization Committee to investigate tools for providing an interactive and visual interface for the data in the warehouse, as well as, other data sources
- Building level access is now available to all WNYRIC districts
- Collaborated with RICs to provide the state with a common release date for the 16-17 assessment reports
- Two security service offerings will be available to WNYRIC districts in 2017-2018

- **2017 – 2018 793 Plan updated along with accomplishments to be sent to SED**

- Both the 793 updated plan and the accomplishments will be sent to SED on March 31st for their approval. These are both posted in the WIKI. By December a new three or five year plan will need to be submitted

- **Standards Committee Minutes and Resolutions – Jan Mathis**

- **Minutes:**

- **Discussion with Jim Fregelette regarding Xerox printers.** Xerox was from the Standards list about 3 years ago. There were billing and support issues.

The Attorney Generals' office got involved to help resolve billing issues. Mike T said it has always been difficult to decipher true cost of ownership with Xerox.

Some districts Business Officials are requesting Xerox products. Orchard Park is looking for a production machine. Toshiba does not have production model on our bid list.

Should there be a process to petition a vendor to be added back on the Standards list after a period.

- Mike T still having issues with older Xerox machines being repaired that are still out in districts.
- Bob S is working with Toshiba to replace old printers in print shop.
- Ron LaVere using Konica for centralized printing. Has issues with Toshibas.
- Could request Xerox to respond to new bid in the next couple of months and review their results.
- There are not enough options on current bid list. Will take a closer look to get more choices.
- Do we add Xerox back on Standards list to allow them to bid on new contract?

Bob Spino made a motion add Xerox to category 6. Printers, under sub-category B. High Speed Networked Digital; Ron LaVere seconded the motion. The motion passed unanimously (12 yes/0 no).

- **Troy printers for support of Wincap and Finance Manager Services**

- Jan received an email from Rosanne Huffcut requesting for Troy printers added to Standards list so that they can provide these printers as part of the WinCap and FM services.
- Troy is an HP printer with modifications. The Troy printers have security features like locking drawers and used with MICR toner cartridges.

- ☐ These are not be eligible with Vitec coupons for maintenance. Service team would need to take ownership of maintenance service.
- ☐ NF has purchased these printers. Prints MICR ink on checks and has lockable drawers. It print checks off blank stock paper.

Rob Morgan made a motion to add statement under Comment section of Category 6. *Printers*, subcategory

Standard that states “Others as required or recommended by specific supported Services/applications”. The motion was seconded by Darlene Sprague and the motion passed unanimously (12 yes/0 no).

New add form request from Mark Koedel (Williamsville CSD) for Aruba Networking Equipment-Switches. May be receiving additional request for this. There will be more discussion at the May meeting per above notes.

Category Review:

Operating System:

A. Network

- ☐ Remove wording in comments section that reads Version 7.X or new under Red Hat/Ubuntu and add wording *Actively supported*.
- ☐ Remove Mac OS X Server
- ☐ Remove the wording or newer under comment section for VMWare and replace with *Activelysupported*.

B. Workstations

- ☐ Remove wording in comments section that reads Version 7.X or new under Red Hat/Ubuntu and add wording *Actively supported*.

C. Tablets

- ☐ Add the wording *Actively Supported* to both items Android 3.1 and iOS4.1 and remove the wording *or above*.

Rountable Discussion:

Chuck asked if WNYRIC looking into any other phone vendors? Will need to reach out to Dale Anderson for input.

- ☐ Michelle Okal-Frink advised that one school district is wrapping Smart Schools into their Capital Project. It can bog down the process. She will keep the Standards Committee informed on how that works.

○ Resolutions:

- Below are 3 recommendations from the WNYRIC Standards Committee meeting held on February 15, 2017 for WNYRIC Advisory Council action:

Motion 1: Bob Spino made a motion add Xerox to category 6. Printers, under subcategory B. High Speed Networked Digital.

Seconded by: Ron LaVere

Vote results: 12 yes/0 no (unanimous)

Motion 2: Rob Morgan made a motion to add statement under Comment section of Category 6. *Printers*, sub-category C. *Standard that states “Others as required or recommended by specific supported services/applications”*.

Seconded by: Darlene Sprague

Vote results: 12 yes/0 no (unanimous)

Motion 3: Bob Spino made a motion to make all below referenced changes to the Standards list:

2. Operating System:

A. Network

Remove wording in comments section that reads Version 7.X or new under Red Hat/Ubuntu and add wording *Actively supported*.

Remove Mac OS X Server

Remove the wording or newer under comment section for VMWare and replace with *Actively supported*.

B. Workstations

Remove wording in comments section that reads Version 7.X or new under Red Hat/Ubuntu and add wording *Actively supported*.

C. Tablets

Add the wording *Actively Supported* to both items Android 3.1 and iOS4.1 and remove the wording *or above*.

3. Internet Browsers

Add Edge

Add the wording *Actively supported* to comment section of all items under Internet Browsers.

4. NIC Cards

Remove entire category

5. Plotters

Remove entire category

Under Printers category, add sub-category *D. Large Format Printer* and list HP as the item.

16. Network Optimization

Remove Veloxum

Karen asked if there were any questions/corrections/additions regarding the motions and there were none. Maria Sommerfeldt made the motion to accept the motions from the Standard Committee seconded by Mary Beth Scullion. The motions were unanimously accepted (18yes/0no/1abstain)

Informational update:

CBT – Michelle Okal-Frink

- ELA exams started on Monday, working with SED on the ongoing issues. 28 known issues were sent to SED.

- Meeting dates for 16-17:
 - May 18

Approval of Tentative 2017-2018 Meeting Dates:

- Wednesday, September 20, 2017
- Wednesday, December 6, 2017
- Thursday, March 8, 2018
- Thursday, May 17, 2018

Karen asked if there were any questions/corrections/additions regarding the meeting dates for 2017-2018 none were made. Maria Sommerfeldt made the motion to accept the agenda seconded by Mary Beth Scullion. The agenda was unanimously accepted (18-yes/-0-no/0-abstain).

Round table with each region- Greg asked if there were any questions/issues from each area:

- GST - Nothing
- CA - Nothing
- O/N - Nothing
- Erie 2 – Is there a pilot going on with Office 365 and You Tube. Trying to open up You Tube. Jan will check with Scott Przywara regarding this.
- Erie 1 – Committee of 2 superintendents & 2 tech coordinators per BOCES for when there are major issues.

Motion to adjourn meeting at 2:55 p.m. by Maria Sommerfeldt seconded by Pon Sminiski.

Respectfully submitted by: Pat Hochadel